

COLLEGE OF MOUNT SAINT VINCENT

SUPERVISOR EVALUATION  
OF STUDENT EMPLOYEE

Student \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Office \_\_\_\_\_

*Please use this form to evaluate your student employee. Once you have completed the form, schedule a meeting with your student to discuss your feedback and provide suggestions for strengthening their performance.*

**PLEASE RATE THE STUDENT BASED ON THE FOLLOWING SCALE:**

**EE** (Exceeds Expectations)    **ME** (Meets Expectations)    **NI** (Needs Improvement)

**WORK PERFORMANCE:**

- |                                       |                               |
|---------------------------------------|-------------------------------|
| ___ follows directions                | ___ completes assignments     |
| ___ uses good judgment                | ___ communicates well         |
| ___ interested in learning new skills | ___ works without supervision |
| ___ quality of work                   | ___ works as part of a team   |

**SKILLS /ATTRIBUTES:**

- |                          |                        |
|--------------------------|------------------------|
| ___ attendance           | ___ attitude           |
| ___ punctuality          | ___ reliability        |
| ___ interpersonal skills | ___ appearance/dress   |
| ___ initiative           | ___ maturity and poise |

**Based on the above: What can the student do to continue to strengthen their Performance?**

**Additional Comments:**

Supervisor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_